

FUNCTIONAL AREA CHECKLIST

FA SC STMT TEXT

- 140 COMBAT CAMERA PROGRAM
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- 140 01 COMBAT CAMERA POLICY
- 140 01 001 Has the Combat Camera (COMCAM) section been provided the local commander's operational intent and mission and have Standard Operating Procedures (SOP) been developed and published to support the operational intent and command's mission?
Reference
MCO 3104.1B, PAR 4.B.1.B; MCO 3104.1B, PAR 4.C.3.A.3
- 140 01 002 Does the command include COMCAM assets during planning and execution of military engagements, operations, training, and emergency action?
Reference
MCO 3104.1B, PAR 1.A.
- 140 01 003 Does the COMCAM Section maintain a file (digital or hard copy) of all orders and regulations that are referenced in MCO 3104.1B?
Reference
MCO 3104.1B, PAR 4.A.2
- 140 01 004 Does the COMCAM Section maintain a local SOP for COMCAM services and support?
Reference
MCO 3104.1B, PAR 4.C.3.A.3
- 140 02 OPERATIONAL COMBAT CAMERA
- 140 02 001 Does command have current Appendix 9 to Annex C on all contingent plans?
Reference
MCWP 3-33-7

- 140 02 002 Is the COMCAM section structured under the cognizance of the AC/S G-3? Is the COMCAM Officer (MOS 4602) or COMCAM Chief (MOS 4691) assigned (in writing) to manage and direct the operational activities of the COMCAM section?
Reference
MCO 3104.1B PAR 4.B.1.B. & 4.B.1.C
- 140 02 003 (MARFOR) Does the AC/S G-3 allocate training availability of class 1-4 qualified air crew COMCAM personnel and SERE training through the TECOM, Formal Schools Training Division, for COMCAM Marines assigned to the ACE, categorized as "Project Specialists"?
Reference
MCO 3104.1B PAR 4.B.1.C.1; OPNAVINST 3710.7U
- 140 02 004 (MARFOR) Does the AC/S G-3 allocate training seats for Airborne and Scout Swimmer through the TECOM, Formal Schools Training Division, for COMCAM Marines assigned to the GCE?
Reference
MCO 3104.1B PAR 4.B.1.C.2
- 140 02 005 Are COMCAM concepts of employment developed for supporting operational requirements and missions? Do these concepts of employment comply with MCO 3104.1B?
Reference
MCO 3104.1B, PAR 4.B.1.B.
- 140 02 006 Are COMCAM support services (audio/visual support, graphic design production, video and photographic) provided to support the MCIOP and IO requirements to include MISO products?
Reference
MCO 3104.1B PAR 4.B.1.D.
- 140 02 007 Does the COMCAM section provide administrative COMCAM services while deployed and/or when there is no support establishment COMCAM assets available?
Reference
MCO 3104.1B, PAR 4.B.1.E.
- 140 03 COMBAT CAMERA SUPPORTING ACTIVITIES
- 140 03 001 Does COMCAM provide administrative photography to units and tenant commands aboard installation and local geographical region?
Reference
MCO 3104.1B, PAR 4.B.2.C.

- 140 03 002 Does command provide 24 hour COMCAM assets in support of anti-terrorism and force protection, Naval Investigative Service, Criminal Investigative Division and other emergency requirements?
Reference
MCO 3104.1B, PAR 4.B.2.D.
- 140 04 COMBAT CAMERA TRAINING COMMANDS
- 140 04 001 Does COMCAM unit provide imagery acquisition, design and development capability to support training initiative and learning objectives?
Reference
MCO 3104.1B, PAR 4.B.3.B,
- 140 04 002 (MCRDs, MAGTF TC) Does COMCAM support administrative photography requirements per 140 03 001 & 002.
Reference
MCO 3104.1B, PAR 4.B.3.C,
- 140 05 COMMANDERS RESPONSIBLE FOR COMBAT CAMERA
- 140 05 001 Is the COMCAM section assigned to the G-3/S-3, information operations, or operations and training section?
Reference
MCO 3104.1B, PAR 4.A.2.
- 140 05 002 Has the command assigned, in writing, a 4602 - COMCAM Officer, qualified civilian Director or 4691 Chief to manage and direct operational activity of the COMCAM section?
Reference
MCO 3104.1B, PAR 4.B.2.B
- 140 05 003 Has the command assigned the COMCAM Officer or civilian Director (in writing) as the print management officer and/or Copier Control Point Officer?
Reference
MCO 3104.1B, PAR 4.B.2.E, CHAP 4, 2.A.4; MCO P5600.31
- 140 05 004 Has the command designated the COMCAM Officer, Chief or Director as reviewing and approving authority for acquisition of audiovisual and reproduction equipment?
Reference
MCO 3104.1A, PAR 4.C.1.D,
- 140 05 005 Has the command provided an adequate operational budget to include

replacement of non-programmed equipment, consumables, life-cycle management/maintenance, local training, TAD, and contractual support, to include: sufficient funding is allocated to support print/reproduction, video production, graphic illustration; IT computer equipment that can support "industry standard" photographic, video and graphics software and operating systems; One (1) "production workstation" per Marine with the MOS designator of 4602, 4691, 4671, & 4641.?

Reference

MCO 3104.1B, PAR 4.C.1.B/1/2/2.A - 2.D.

- 140 05 006 Are Audiovisual and high capacity reproduction acquisition request reviewed for approval or disapproval by the COMCAM section?
Reference
MCO 3104.1B, PAR 4.C.1.D; MCO P5600.31
- 140 05 007 Is the COMCAM Officer, Director or Chief designated (in writing) as the releasing authority for all COMCAM products and imagery.
Reference
MCO 3104.1B, PAR 4.C.1.E.
- 140 05 008 Do all COMCAM Marines have Vision I.D.s?
Reference
MCO 3104.1B, PAR 4.C.1.F
- 140 05 009 Are COMCAM assets capable of supporting air to ground and air to air imagery from rotary platforms (Flight qualifications)?
Reference
MCO 3104.1B, PAR 4.C.1.G
- 140 05 010 Is COMCAM tasking included in local operations, training, and crisis action operations orders to support documentation, reproduction and visual information requirements in support of the commander's intent?
Reference
MCO 3104.1B, PAR 4.C.1.H
- 140 05 011 Does COMCAM submit 100% of the "final select" imagery to DIMOC?
Reference
MCO 3104.1B, PAR 4.C.2
- 140 05 012 Does the COMCAM Officer provide annual production reports encompassing all fiscal production activity to 4600 Occupational Field Sponsor, COMCAM Management?
Reference
MCO 3104.1B, PAR 4.C.3.A.8

- 140 05 013 Does the OIC, Director or Chief maintain an operational budget to support local COMCAM activities?
Reference
MCO 3104.1B, PAR 4.C.3.A.1
- 140 05 014 Does the COMCAM section submit qualified nominations for 4600 formal schools?
Reference
MCO 3104.1B, PAR 4.C.3.A.2
- 140 05 015 Does COMCAM personnel have current security clearances, passports and government travel cards?
Reference
MCO 3104.1B, PAR 4.C.3.A.6, 4.C.3.A.9
- 140 05 016 Does the COMCAM unit use the COMCAM Management centralized job order database and are FY production activity reports forwarded to the 46xx OccFld sponsor?
Reference
MCO 3104.1B, PAR 4.C.3.A.7, 4.C.3.A.8
- 140 05 017 Has the OIC/Director published billet responsibility letters for all billets of authority and have these billets been provided with a copy?
Reference
MCO 3104.1B, PAR 4.C.3.A.12
- 140 06 COMBAT CAMERA STANDARD OPERATIONAL PROCEDURES
- 140 06 001 Does COMCAM unit maintain a record of all letters of authorization concerning Copyrighted materials?
Reference
MCO 3104.1B, PAR 5.C.1.
- 140 06 002 Is official message and requesting procedures used for tasking individual augment of COMCAM assets and personnel?
Reference
MCO 3104.1B PAR 5.D
- 140 06 003 Have proper disposition procedures for imagery and products been followed?
Reference
MCO 3104.1B, CHAP 5, PAR 5.E; DISPOSITION OF FEDERAL RECORDS, CHAP 5

- 140 06 004 Does COMCAM Unit maintain completed job order request forms (hard copy or digital) on hand for minimum (2) years?
Reference
SECNAVINST 5210.1, CH 5 PAR 2, SSIC 5290
- 140 06 005 Does the COMCAM unit have a designated RO in writing, for unit CMR?
Reference
MCO P4400.15E, W/ERRATUM CH 1-2, CHAP 2, PAR 2003
- 140 06 006 Does the COMCAM unit RO inspect the unit CMR for accountability (SL-3 Complete) and serviceability on designated standard basis?
Reference
MCO P4400.15E, W/ERRATUM CH 1-2, CHAP 2, PAR 2003
- 140 06 007 Does the COMCAM unit enforce Marine Corps Policy on counseling Marines?
Reference
NAVMC 2795, PAR 1003
- 140 06 008 Does the COMCAM unit possess a unit training plan?
Reference
NAVMC 3500.26, 9002, 4691-MNGT-2001
- 140 07 COMBAT CAMERA ADMINISTRATIVE ACTIONS
- 140 07 001 Are all graphic/illustrative products VIRINed and archived in accordance with the reference?
Reference
MCO 3104.1B, CHAP 1, SEC 5
- 140 07 002 Are the procedures and requirements followed and applied when producing command photographs?
Reference
MCO 3104.1B, CHAP 1, SEC 6
- 140 07 003 Are the procedures and requirements followed and applied when producing promotion photographs?
Reference
MCO 3104.1B, CHAP 1, SEC 7
- 140 07 004 Are the procedures and requirements followed and applied when producing Iso-Prep photographs?
Reference
MCO 3104.1B, CHAP 1, SEC 8

- 140 07 005 Are the procedures and requirements followed and applied when producing Official photographs?
Reference
MCO 3104.1B, CHAP 1, SEC 9
- 140 07 006 Does all motion media contain a properly formatted video slate?
Reference
MCO 3104.1B, CHAP 1, SEC 10; DoDI 5040.02-M Captioning Style Guide
- 140 07 007 Are recording standards being followed and executed when acquiring still imagery?
Reference
MCO 3104.1B, CHAP 1, SEC 12; DoDI 5040.02 Visual Information (VI)
- 140 07 008 Are meta-data requirements being followed for all COMCAM imagery or products?
Reference
MCO 3104.1B, CHAP 1, SEC 13; DoDI 5042.02-M; DoD Style Guide; DoD Captioning Style Guide
- 140 07 009 Are COMCAM products labeled with the correct classification?
Reference
MCO 3104.1B, CHAP 1, Section 14
- 140 08 IMAGERY TRANSMISSION STANDARDS
- 140 08 001 Is "time sensitive" imagery transmitted to DIMOC within 4 hours of completing acquisition missions; and all other operational or training imagery transmitted within 24 hours?
Reference
MCO 3104.1B, CHAP 2; DoDI 5040.6-M-1
- 140 09 PORTFOLIO REQUIREMENTS
- 140 09 001 Do all Marines assigned to the COMCAM section, within the 4600 OccFld have a portfolio that represents the individual Marine's professional development in their specific MOS and other unique "artistic" capabilities?
Reference
MCO 3140.1B, CHAP 3, PAR 2
- 140 09 002 Do individual portfolios reflect the requirements for the Visual Information Award Program (VIAP) and the requirement contained in the reference?
Reference
MCO 3401.1B, CHAP 3

- 140 10 PRINTING AND REPRODUCTION RESPONSIBILITIES
- 140 10 001 Is the local COMCAM section the first preference for obtaining print and reproduction services at the local command?
Reference
MCO 3104.1B, CHAP 4, PAR, 2.A., 4.C; MCO 5600.31, PAR 4.A.2.A.2
NAVMC Dir 5600.31, PAR 1209.1
- 140 10 002 Is the reproduction equipment maintained through maintenance contracts following the guidance in the reference?
Reference
MCO 3104.1B, CHAP 4, PAR, 2.H.
- 140 10 003 Do COMCAM sections with the proper T/O support the local command with a reprographics section in accordance with the reference?
Reference
MCO 3104.1B, CHAP 4, Section 3
- 140 10 004 Does the CPO have a Memorandum Of Agreement (MOA) or Inter-service Support Agreement (ISSA) that clearly delineates the services that will be provided, at what cost, and the methodology of reimbursement for each tenant command?
Reference
NAVMC DIR 5600.31, CHAP 1, PAR 1209.2
- 140 11 COMPONENT COORDINATION POINT AND IMAGERY COORDINATION REPRESENTATIVE
- 140 11 001 (CCM only) Is a Component Coordination Point (CCP) appointed to serve as the Marine Corps Imagery Archival Manager?
Reference
MCO 3104.1B, CHAP 5, PAR 1; DoDIn 5040.02
- 140 11 002 Does the command's COMCAM section have a designated Marine or civilian as their Imagery Coordination Representative (ICR), in writing?
Reference
MCO 3140.1B, CHAP 5, PAR 2.A, 2.B
- 140 11 003 Does the CCP manage, archive and process all COMCAM products and imagery in accordance with the reference?
Reference
MCO 3104.1B, CHAP 5, SEC 3
- 140 11 004 Does the command ICR manage all imagery from "credible sources"?
Reference
MCO 3104.1B, CHAP 5, PAR 4.A; DoDIn 5040.02

- 140 11 005 Does the ICR manage all imagery in accordance with the reference?
Reference
MCO 3104.1B, CHAP 5, SEC 4
- 140 11 006 Does the local COMCAM section maintain a local archive in accordance with the reference?
Reference
MCO 3104.1B, CHAP 5, SEC 5
- 140 11 007 Does the COMCAM section maintain digital records, for tracking, local archived and transmitted imagery?
Reference
MCO 3104.1B, CHAP 5, PAR 5.A.5
- 140 11 008 Does the OIC/Director have direct oversight of the ICR in accordance with the reference?
Reference
MCO 3104.1B, CHAP 5, SEC 6
- 140 12 COMBAT CAMERA AWARD PROGRAM
- 140 12 001 Does the OIC/Director and or COMCAM Chief administer the awards program in accordance with the reference?
Reference
MCO 3104.1B, CHAP 6
- 140 12 002 Is COMCAM imagery and or artwork submitted to Leatherneck magazine in accordance with specification listed in the reference?
Reference
MCO 3104.1B, CHAP 6, SEC 6
- 140 13 VIDEO PRODUCTION REQUIREMENTS
- 140 13 001 Are commercial contracting for VI productions authorized through COMCAM Management's VI Production Manager (VIPM)?
Reference
MCO 3140.1B, CHAP 7, PAR 2
- 140 13 002 Are all VI productions identified by either a Production Identification Number (PIN) for Defense inventory productions or a Production Authorization Number (PAN) for local use only productions?
Reference
MCO 3104.1B, CHAP 7, PAR 3.A; DoDI 5040.07 VI Productions

- 140 13 003 Does the COMCAM section maintain a production log for local production assigned PANs?
Reference
MCO 3104.1B, CHAP 7, PAR 3.B.1; DoDIn 5040.07 VI Productions
- 140 13 004 Does the local use only production folders include all required documentation per the references?
Reference
MCO 3104.1B, CHAP 7, PAR 3.B.2; DoDIn 5040.07 VI Productions
- 140 13 005 Are local use productions life cycle managed by the local COMCAM activity in accordance with the reference?
Reference
MCO 3104.1B, CHAP 7, PAR 3.B.3; DoDIn 5040.07 VI Productions, ENCL 5
- 140 13 006 Are digital master copies of all local use only productions provided to DIMOC within 15 days of completion?
Reference
MCO 3104.1B, CHAP 7, PAR 3.B.4; DoDIn 5040.07 VI Productions
- 140 13 007 Does the supporting/producing COMCAM activity assign a Project Officer to carry out the tasks per the reference(s)?
Reference
MCO 3104.1B, CHAP 7, SEC 4.C; DoDIn 5040.07 VI Productions
- 140 13 008 Is a Needs Assessment completed before any VI production is authorized by the local COMCAM activity per the reference(s)?
Reference
MCO 3104.1B, CHAP 7, SEC 5; DoDIn 5040.07 VI Productions
- 140 13 009 Do all productions by COMCAM contain the required DoD standard initial screens in accordance with the reference?
Reference
MCO 3104.1B, CHAP 7, SEC 7; DoDIn 5040.07 VI Productions
- 140 13 010 Do all post production procedures conform to the directions provided in the reference?
Reference
DoDIn 5040.07 VI Productions, ENCL 5
- 140 13 011 Do all projected and final production costs procedures conform with the direction provided in the reference?
Reference
DoDIn 5040.07 VI Productions, ENCL 5

- 140 13 012 Does the COMCAM activity have all permits and copyright licenses required for a VI production?
Reference
MCO 3104.1B, CHAP 7, PAR 11; DoDIn 5040.07 VI Productions, ENCL 5
- 140 13 013 For any production, other than local, has the OPR prepared a distribution plan, with all required information, and forwarded to DIMOC?
Reference
MCO 3104.1B, CHAP 7, PAR 12.B; DoDIn 5040.07 VI Productions, PAR 3.C
- 140 13 014 Does the COMCAM activity submit all productions to the Public Affairs Office for clearance for public exhibition, sale, or distribution clearance immediately upon a production's completion and legal review.
Reference
DoDIn 5040.07 VI Productions, ENCL 5, PAR 11
- 140 13 015 Does the COMCAM activity submit all productions to the DIMOC through the Marine Corps VIPM?
Reference
MCO 3104.1B, CHAP 7, PAR 13
- 140 14 ORGANIZATIONAL TASKING REQUIREMENTS
- 140 14 001 Are Feasibility of Support and tasking messages used to officially request COMCAM support or requirements from one command or organization to another?
Reference
MCO 3104.1B, CHAP 8, PAR 2
- 140 14 002 Does the OIC/Director and COMCAM Chief understand the basic components of command relations and what level ComCam is normally at?
Reference
MCO 3104.1B, CHAP 8, PAR 5.A